

# Kansas Kids'



# Fitness Day

**An Administrative Guide  
to Planning and Conducting  
Kids Fitness Day**

**Kansas Council on Fitness**

## **Kansas Kids Fitness Day Planning Suggestions**

This administrators guide will assist you in planning and coordinating your Kansas Kids Fitness Day site. You may also refer to our Kansas Kids Fitness Day website <http://www.kdhe.state.ks.us/kkfd/> as it also contains useful resources and tips for planning and coordinating a host site.

### **Step 1: Confirm Kansas Kids Fitness Day Event Date**

Kansas Kids Fitness Day is typically held on the first Friday of May during National Sport and Fitness Month. In the rare event that the first Friday in May is not a feasible date for Kansas Kids Fitness Day the event would then be held on the second Friday in May. An initial Kansas Kids Fitness Day information packet will be mailed in November to previous host site coordinators, school administrators, teachers, and physical education teachers and will confirm the date of the upcoming Kansas Kids Fitness Day event. If you have any questions you may contact the Kansas Department of Health and Environment, Bureau of Health Promotion.

### **Step 2: Secure Facilities For the Event**

When identifying a location for your Kansas Kids Fitness Day site primary consideration should be given to large open areas such as college or high school football fields, practice fields, parks or intramural fields. Check with administrators to confirm that nothing else is taking place at that site during the event date and time. It is suggested that space to accommodate approximately 250 children be equal to one football field (500 participants = 2 football fields, etc). Field reservations should be made as soon as possible during the fall portion of the school year to avoid conflicts.

### **Step 3: Complete and Return the Host Site Response Form**

Information regarding Kansas Kids Fitness Day is mailed, by the Kansas Council on Fitness, to previous host site coordinators, local health departments, and all third grade teachers, P.E. instructors and elementary school principals in November. These forms should be completed and returned to the Kansas Department of Health and Environment, Bureau of Health Promotion by the date indicated on the letter. The Physical Activity Program Manager will then be able to compile a list of all host sites and the number of students each site can accommodate.

As a host site coordinator you should send letters of invitation to local schools that might be interested in attending your site event. The letter should provide an explanation of who is conducting the event (Kansas Council on Fitness), the type of activity stations that will be provided to the students that day, and should mention the health enrichment packet to be sent home with each attending student.

### **Step 4: Secure Volunteer Activity Station Assistants and Other Event Helpers**

To ensure that your site run smoothly during the event it is recommended for each site to have a supervisors to student ratio of 1:15. Although adult supervision and assistance is needed volunteers may also be dependable students who will also benefit

from the experience. Student assistance (ranging from the junior high school level to graduate students) in past programs has been successful. However, it may be beneficial to have adult supervision circulating between the stations on a regular basis if lower level students are conducting stations. Volunteers can also be obtained from participating school physical education staff and regular classroom teachers, as well as businessmen and women from the private sector. Volunteer parents are also often willing to get involved. One of the most critical factors regarding volunteers, whether they are students or adults, is to make sure that all volunteers know exactly what their role is. This will not only assist in making the day run more smoothly, but will also provide each volunteer with a sense of purpose. If volunteers feel as though their assistance and time was needed they will be more willing to volunteer again in future years. Primary efforts should be made to have these volunteers in place by the end of January if possible.

### **Step 5: Choose Activities for Stations**

When choosing activities for stations at your site there are many factors to consider. Primary concern for assigning activities should be to make sure that each activity selected be age appropriate to third graders. Selecting activities that are too simple or complex for this age group will result in boredom or frustration by the participant. Activities should be selected that are easily and quickly explained and understood so to engage the children in physical activity as soon as possible. Don't let the kids stand around!

Consideration of space is also paramount for selecting activities. When mapping out these stations on the rotation route do not bunch physically strenuous activities close together, but rather space them out alternating less active stations with more active stations. The less active stations may be used for resting purposes. Keep the stations as close together as possible to assure quick transition between activity periods. A minimum of 10 activity stations is recommended, but the layout of your site is open to your discretion. The duration of time spent at each station should be long enough to get the kids moving, but be careful not to allow too much time at each activity station as the children may tend to lose interest easily. Similarly, transition time between activity stations should be long enough to allow children to relocate to a new station, but not long enough for them to lose direction or focus. It is strongly recommended that one of the stations within the rotation serve as a water break and rest station. Necessary water or fluid replacement drinks should be made available. Suggestions for activity selections for this age group include:

Parachute activities	Sack races	Age appropriate relays
Aerobics	Tog-o-war	Frisbee toss at target
Softball throw	Cone race	Crab soccer
Rhythm to music	Jump rope fun	Simon says
Outdoor activities	Hiking	Hula hoop activity
Chain tag	Alaska basketball	Animal tag

Additional ideas may be found on the Kansas Kids Fitness Day website. Please feel free to use the website as a resource for ideas and if you would like to share any of the ideas from your site please contact the Kansas Department of Health and Environment, Bureau of Health Promotion through the contact information provided on the website.

**Step 6: Check Available Equipment Necessary for Each of the Activity Stations and Make Arrangements to Reserve it**

Sources to find equipment that you do not have on hand may be local YMCA's, Parks and Recreation Department's, schools and university equipment rooms. These arrangements should be made within 2 months of the event.

**Step 7: Arrange for Rescue Squad Ambulances and Paramedics**

It is recommended to do this by early spring and verify their attendance one week before the event. This service is usually donated at no cost. Recognition for this service should be released to news media.

**Step 8: Arrange Refreshments for Students, Teachers, and Assistants.  
(Optional - event host is responsible for costs incurred)**

Nutritious refreshments are much appreciated by those conducting and participating at the fitness day event. Area grocery stores and markets will usually donate or sell products at a discounted price for service-oriented projects such as this. It is important to keep in mind that the purpose of Kansas Kids Fitness Day is to promote physical activity and good nutrition, so try to provide snacks that support this purpose if possible. Popular refreshments include bananas, apples, fruit juice, etc. Various restaurants or beverage companies generally donate cups for the event as well. Contact with these merchants should take place at least one month in advance of the event. This generosity should be recognized in various news releases about the event.

**Step 9: Health Enrichment Packets**

The Kansas Council on Fitness is responsible for supplying the educational materials to each event host but event hosts may add additional information to the packets if they feel that the material is pertinent and appropriate. The health enrichment materials should arrive from the Kansas Council on Fitness a few weeks prior to the event. It is advised to get considerable help with the assembly of the health enrichment packets as it can be time consuming depending on the number of students attending your site. It is recommended that a box for each attending school be labeled and that the appropriate amount of packets for that school to be placed in the box. The boxes can then be placed on the buses and passed out after the students leave. Distribution of the health enrichment packets after departure from Kansas Kids Fitness Day minimize the amount of material that is lost or misplaced by the end of the day and eliminates any opportunities for littering. Encourage teachers to go through the educational materials with the students back in their classrooms and to discuss with them the health-related literature.

**Step 10: Notification to News Media (television and local newspapers) Should be Arranged at Least Two Weeks in Advance of the Event.**

An example of a press packet may be found on the Kansas Kids Fitness Day website as soon as it is developed each year (early spring). Feel free to use any of the provided press release information as you would like.

The participating schools local media can also be contacted for publicity. If the event is held at a college or university site the administrative public relations department can be of valuable assistance for arranging media coverage.

**Step 11: Mail the General Information Letter Concerning Pertinent Details School Districts Will Need Before Their Arrival to the Event Site**

Suggested details to include are:

- Reminder of date and time of arrival
- Map of location with bus unloading and loading procedures
- Structure of opening remarks and procedures for getting the event started
- A map of the activity stations and starting points for each school
- Inform them about the ambulance being on duty
- Encourage children's parents to attend
- Encourage teachers to discuss information from the health enrichment packet with their students after they return to school
- Let them know if refreshments will be served and invite children to bring sack lunches for after the event
- Encourage student's to wear comfortable clothing and shoes they can move easily in. School t-shirts may be suggested as they make identification of students easier at the event.
- Provide estimated length of event and approximate time students will be returning to their respective schools
- Document policy for poor weather and conditions that might cause postponement or cancellation
- Be very positive and upbeat!

**Step 12: Setting Up the Site for Fitness Day**

- Put station numbers in large letters on poster boards or flags. Set them up at corresponding stations where they are very visible and leave no doubt to where a station is located.
- Everyone helping with the event should have a copy of the field site, illustrating station assignments, and rotation order. These should also be distributed to the group escorts that are assigned to lead their particular group through the stations, teachers and anyone else that could benefit from a copy.
- Have equipment distributed to each site prior to start of activity.
- Arrange to use microphones, bull horns etc. to communicate with groups prior to and after the activity sessions, and in between if necessary. Some sort of noise device such as an air horn is affective to notify groups of period changes.

- Arrange for a method to mark off fields into the designating individual station spaces. Cones (borrowed from the highway department or telephone company) and flags are effective at marking these boundaries.
- Assign helpers to meet buses and give immediate instructions as well as serve as escort. Have a “potty patrol” to escort kids to the bathroom and back to their groups. Obtaining Porta-potties may be necessary if building access is not easily accessible. These escorts may also be valuable for passing out the refreshments following the event.
- Get activity leaders to return equipment to central location for easy pickup. Have assistants breakdown station materials (cones, flags, etc.) and clean up event site.

### **Step 13: Communication With the Participants**

Welcome remarks to the entire group before fitness activities should be brief and very positive. Inform the group that the event is sponsored by the Kansas Council on Fitness. Encourage the children to enjoy the activities and tell them what is hoped to be accomplished with this event. Last minute instructions should be given before group escorts are asked to lead the groups to their respective starting locations.

Closing remarks should be addressed to thanking the participants, teachers, administrators, and parents that attended. Also, remember to acknowledge the efforts made by all of the volunteer help and assistants. Instructions for distributing refreshments should be delivered at this time.

### **Step 14: Follow-Up**

Mail letters to school administrators and teachers thanking them for their cooperation and for allowing the children to attend Kansas Kids Fitness Day. Comments about the success of the event and follow-up on packet materials should also be mentioned. Thank you letters and feedback about the day should be sent to volunteers and support services, e.g. ambulance, grocery store, etc.

## **Kansas Kids Fitness Day Checklist**

### **October / November**

- \_\_\_\_\_ Confirm date of Kansas kids Fitness Day from the Kansas Council on Fitness
- \_\_\_\_\_ Secure facilities for event

### **December**

- \_\_\_\_\_ Begin to enlist volunteer assistants from school systems and the community

### **January / February**

- \_\_\_\_\_ Choose activity stations and map out the rotational course
- \_\_\_\_\_ Identify necessary equipment and make arrangements to reserve it

### **March**

- \_\_\_\_\_ Arrange for rescue squad ambulance and paramedics to attend
- \_\_\_\_\_ Contact grocery stores about obtaining refreshments

### **April**

- \_\_\_\_\_ Notify volunteers about assignment specifics
- \_\_\_\_\_ Put health enrichment packets together (materials will be arriving from the Kansas Council on Fitness)

### **Two Weeks Prior to the Event**

- \_\_\_\_\_ Notify news media (TV and Newspapers) about coverage of the event
- \_\_\_\_\_ Mail instructional letters to school administrators and physical education instructors. Include important instructions concerning the event, maps for guidance, and bus parking.
- \_\_\_\_\_ Construct station signs and arrange for special needs such as cones, flags, bullhorns, or other equipment

### **Following the Event**

- \_\_\_\_\_ Mail thank you letters to school administrators and teachers for their assistance and attendance. Remind them to discuss packet information with their children. Provide them with follow-up recreational activities to promote health and fitness year round.
- \_\_\_\_\_ Mail thank you letters to ambulance workers, grocers, and others that provided special assistance for the event.